



Personnel Administration

Overview

Chapter 1



Overview Objectives

By the end of this chapter, you will be able to:

- Explain Personnel Administration in AASIS
- Define Terms, Concepts, and Procedures
- Discuss Integration Points of Personnel Administration
- Discuss Personnel Administration Process Changes
- Explain Infotypes
- List all Personnel Administration Infotypes



Master Data

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1-3

HUMAN RESOURCE MASTER DATA

Human Resource Master Data is the employee data that ultimately forms the online employee personnel record.

Examples of HR Master Data elements are: personnel number, name, addresses, bank details, social security number, absences, work schedule, organizational assignment, etc.

HR Master Data is the information used for day-to-day HR functions.



Employees

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 478
Name Quatez, Turner
EE group 7 State Extra/Sea. Pers. area FA01 DFA
EE subgroup U0 Hourly Cost Center 383260 DFA

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E. |
Actions ☒
Personal Data ☒
Organizational Assignment ☒
Addresses ☒
Basic Pay ☒
Family Member/Dependents ☒
Residence Status ☒
Additional Personal Data ☒
Communication ☒

Period
Period
Fr. To
☐ Today ☐ Curr. week
☐ A11 ☐ Current month
☐ From curr. date ☐ Last week
☐ To current date ☐ Last month
☐ Curr. period ☐ Current Year
Choose

Direct selection
Infotype STy

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1-4

Employees are your agency's most important asset. The Human Resources components enable you to store and administer employee data. Employee data is stored as infotypes with validity dates (effective dates).

Employee data includes items such as, where the employee works, what position the employee holds, and how the employee gets paid.

Every employee is included in the structure of his or her agency.



Personnel Number

The screenshot shows the SAP HR Master Data maintenance interface. The main window is titled 'Maintain HR Master Data'. The 'Personnel no.' field contains '478'. The 'Name' field contains 'Quatez Turner'. The 'EE group' is '7', 'State Extra/Sea...' is 'F801 DFA', 'EE subgroup' is 'U0', 'Hourly' is '383260', and 'Cost Center' is '383260'. The 'Personal Data' tab is selected. The 'Infotype text' list on the left includes 'Actions', 'Personal Data', 'Organizational Assignment', 'Addresses', 'Basic Pay', 'Family Member/Dependents', 'Residence Status', 'Additional Personal Data', and 'Communication'. The 'Period' section on the right shows 'Period' selected, with 'Fr.' and 'To' fields. The 'Maximum no. of hits' is set to '500'. The 'Direct selection' section at the bottom shows 'Infotype' and 'STy' fields.

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1-5

PERSONNEL NUMBER

Effective June 24, 2001, all new hires and existing employees were issued a unique system-generated personnel number. To access data on an employee, the employee personnel number is required.

However, if the personnel number is unknown, a search by employee name, or social security number, or position provides the personnel number. One way to search by employee last name is to enter =n.(last name) in the Personnel number field and press enter. Refer to Troubleshooting Note#1 for another way to search by employee name. The personnel number stays with the employee's record throughout the life of the employee.



Integration Points

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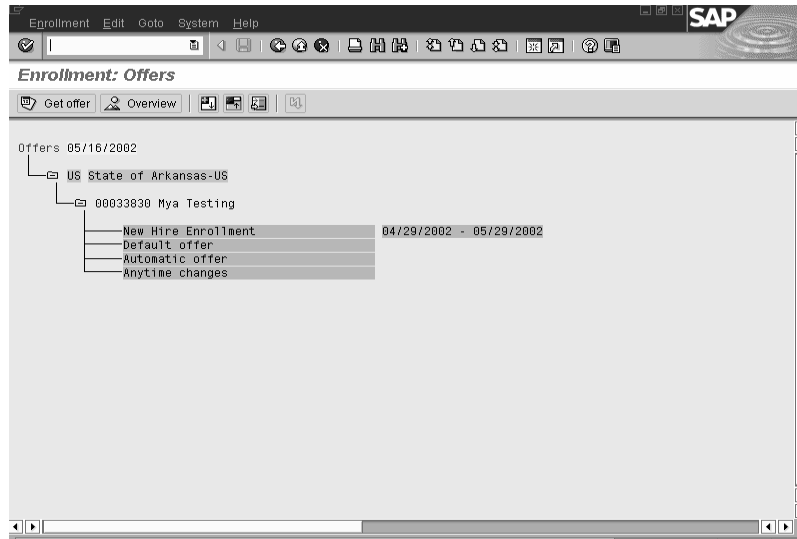
1-6

Time Management

All time is recorded for positive reporting employees through the Cross Application Time Sheet (CAT2). Only absences are recorded in CAT2 for negative reporting employees. Leave balance checks are performed online at time of entry. Overtime eligibility validation is performed at time evaluation. Time is approved by the employee occupying the role of Time Management Supervision. Once time is approved and evaluated, it is transferred electronically to Payroll for further processing.



Integration Points (continued)

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1-7

Benefits

Employees are enrolled in benefit plans after the hire action has been processed in the system, upon experiencing a family status change, or when an employee's employment status changes. The enrollment process uses data from the HR master data and the state benefit plans. An employee is only enrolled in those plans for which they are eligible.



Integration Points (continued)

The screenshot shows the SAP 'Copy Basic Pay' interface. At the top, there's a menu bar with options like 'Infotype', 'Edit', 'Data', 'Work types', 'Extras', 'System', and 'Help'. Below the menu, the title 'Copy Basic Pay' is displayed. The main area is divided into several sections:

- Salary amount** and **Payments and deductions** tabs are visible.
- Personnel No.** 478, **Name** Guatez, **Status** Active.
- EE group** 7, **State Extra/Season**, **Personnel ar** HL97, **Department of Health**.
- EE subgroup** U0, **Hourly**, **SSN** 462-22-5856.
- Start** 09/01/2004 to **12/31/9999**.
- Subtype** 0, **Basic contract**.
- Salary** section: **Reason** 02, **Capacity util. level** 100.00, **PS type** 93, **Extra Help**, **Work hours/period** 80.00 Bi-weekly, **PS area** 01, **State of Arkansas**, **PS group** 9999, **Level** 00, **Annual salary** USD.
- A table with columns: **Wa**, **Wage Type Long Text**, **O. Amount**, **Curr.**, **L.**, **A.**, **Number/Unit**, **Unit**. It shows a single row with '13. 0704 USDN'.
- At the bottom, a date range '10/21/2004 - 12/31/9999' and a value '0.0000 USDN' are shown, along with a 'Payroll Simulation' button.

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1-8

Payroll

All pay related data and other relevant master data for an employee is used in the payroll run for each payroll period. To ensure employees are paid appropriately, payroll simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll) the appropriate person(s) MUST process time transfer, time evaluation, time evaluation message display report and payroll simulation. This will allow the agency time to correct any last minute errors that may have been created by master data updates.



Integration Points (continued)

The screenshot shows the SAP 'Display Relationships' window. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. The title bar says 'SAP'. Below the menu is a toolbar with various icons. The main content area is titled 'Display Relationships' and has a sub-header 'Additional data'. It displays the following information:

Position	R264	MANAGEMENT PROJECT ANALYST I
Planning status	Active	
Validity	06/24/2001 to 12/31/9999	<input type="button" value="Change information"/>

Below this is a section titled 'Relationships'. It shows a 'Relationship type/number' of '003' with the text 'Belongs to'. Underneath is a 'Related object' section with the following details:

Type of related object	Organizational unit
ID of related object	21690610
Abbreviation	610
Name	Department of Finance and Administration

At the bottom of the 'Related object' section is a 'Priority' field with a dropdown arrow. To the right of the 'Related object' section, it says 'Record 1 of 4'. At the very bottom of the window, there is a status bar with the text 'MP100100 | sapqas | INS'.

Organizational Management

The positions to which employees (persons) are assigned are maintained in this component. The attributes assigned to a position in organizational management dictate many important items such as what grade a position is assigned, which pay scale an employee is assigned, which agency the position is assigned, and which benefit offerings an employee is eligible for etc.



New Terms

Action Type	Personn.	EE group	EE subg.
Hire			
Hire Board or Commission Member			
Rehire			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			
Promotion/Demotion			
DROP			
LWOP - Inactive Status			
Return from Leave			
Termination			
Retirement			
Concurrent Employment			
Terminate Concurrent Empl.			

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1-10

Personnel Actions

HR business processes or procedures are represented as personnel actions. Personnel actions affect an employee and track major events over the course of his/her career with the state. Examples include new hire, promotion, demotion, lateral transfer, and termination.

Each personnel action is processed by entering the data on the required infotype screens. Through this data entry, the online employee personnel records are created and updated. New personnel actions are processed as required.



Personnel Actions

Personnel no. 2433

From

Action Type	Personn.	EE group	EE subg.
Hire			
Hire Board or Commission Membr			
Rehire			
Re-employment of Retiree			
Change in Pay/Persn Attributes			
Transfer			
Promotion/Demotion			
DROP			
LWOP - Inactive Status			
Return from Leave			
Termination			
Retirement			
Concurrent Employment			
Terminate Concurrent Empl.			

Person is already being processed by user GLORR

ETR (2) (510) sapetr INS

When initiating a personnel action on an employee's personnel number, an error message will appear if another user is working with the same personnel number.

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1-11

It is important to know the following: When initiating a personnel action on an employee's personnel number, an error message will appear if another user is working with that same employee personnel number. The error message will state, "Person is already being processed by user (username is reflected here)."

Therefore, you will need to wait until the current user has completed their action before you can initiate your personnel action.



Infotype

Infotype Edit Go to Extras System Help

Display Addresses

Personnel No. 1498 Name Turner Status Active
EE group 7 State Extra/Seaso. Personnel ar FA01 DFA
EE subgroup UR Hourly SSN 432-54-1441
Start 09/20/2004 to 12/31/9999 Changed on 10/14/2004 BLORR

Address

Address type Permanent residence
Address line 1 9121 Sulpha Springs
Address line 2
City Little Rock
State/Zip Code AR Arkansas 72204
Country Key USA
Telephone number 0

Communications

Type	Number 0	Exte
Type	Number 0	Exte
Type	Number 0	Exte
Type	Number 0	Exte

Additional fields

Address Release Flag

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1-12

An infotype is short for “Information type.” They are screen forms with fields in which data on a particular subject can be stored. For example, the address infotype 0006 contains data which tells you where the employee lives: house number, street name, city, state, zip code, etc.

Each infotype has a name and a four digit numeric code. All “Personnel” infotypes start with a ‘0’.

Please refer to the quick reference card of all infotypes used in Personnel Administration.



Infotype (continued)

Infotype Edit Data Extras System Help

Copy Personal Data

Personnel No. 2432 Name Quatez Status Active

EE group 7 State Extra/Seaso Personnel ar FA01 DFA

EE subgroup 00 Hourly SSN 462-22-5856

Start 09/20/2004 To 12/31/9999

Name

Title Birth name

Last name Turner Second name

First name Quatez Initials

Middle name Known As

Designation

Suffix

Name Quatez Turner

HR data

SSN 462-22-5856 Gender

Date of Birth 12/24/1983 Female Male

Language English

Nationality

Marital status Single

ETR (1) (515) sapetr OVR

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1-13

Infotypes store employee's individual information. For example: last name, first name, and date of birth are stored in the Personal Data infotype 0002.

Employee data must be kept current. Data can be displayed, corrected, and supplemented.

The Human Resources System stores all data in infotype records. Certain infotypes must exist on an employee in order for the employee to get paid. We will discuss those infotypes in Chapter 2.



Questions and Answers

